

## License and Renewal Requirements

A marine contractor's license is valid for a two year period. The license certificate will identify the issuance and expiration dates. The license should be signed by the representative shown on the license. The bottom portion of the license should be conspicuously displayed in the office of the entity shown on the license. The top portion of the license may be carried by the representative.

### Important information regarding License requirements:

- **Keeping Licensee Information Current:** The Board must be notified of any changes in the contractors contact information or the named representative on the certificate. If the representative is no longer a part of the company (entity), then a new representative must be appointed by the entity. The Marine Contractors Licensing Board (MCLB) should be notified in writing of the new entity representative within 5 days. The new representative shall submit an application to the MCLB and pass the license test within 45 days of the change in representative.
- **Renewal Notice:** Licensees are responsible for keeping the license current. Licensees will be sent a renewal notice 60 days prior to the expiration date of the license. Expired licenses 45 days past the expiration date will require a new application process to reinstate the license.
- **Vehicle Marking:** The license number needs to be marked on at least one truck or piece of heavy equipment in at least three inch block lettering. The marked vehicle should be on any work site during the work day. Magnetic license numbers may be used to transfer from one piece of equipment to another.
- **Insurance Requirements:** The licensee must carry commercial general liability insurance with a \$300,000 total aggregate minimum and carry Worker's compensation insurance unless exempt by law. A current Certificate of Insurance must be submitted with the renewal application showing MCLB as the Certificate Holder
- **Continuing Education Requirements to Maintain License:** To renew a marine contractor's license a licensee needs to submit at the time of license renewal to the MCLB satisfactory proof of completion of 12 hours of approved continuing education. Approved continuing education needs to be completed by the representative named on the license issued to the company/entity. The continuing education should be performed during the current license period.

Approved continuing education may consist of participation in any of the following types of training provided the representative receives satisfactory proof of completion, such as a certificate, attendance record, or other approved document. Acceptable continuing education can be any training that is related to business, construction, or engineering, such as: (1) College level courses, (2) Courses, seminars, workshops or lectures, (3) Extension studies and/or correspondence courses, (4) Continuing education courses, and (5) Any other training approved by the MCLB. The representative may attend several

training events over the course of the 2 year license period which will equal the equivalent of 12 hours of training.

Listed below are examples of the types of continuing education acceptable to the MCLB. The list is not comprehensive. If you are in doubt whether a training course is acceptable, contact the MCLB for review and approval. Documentation of attendance and number of hours awarded are needed from the training authority.

- Business accounting, administration or any business management training
- First aid or CPR Certification training
- Materials vendor training (training in use and installation of pressure treated lumber, boat lift mechanisms, plant materials etc)
- Marine contractor training modules found on the Marine Contractor Licensing Board webpage approved for 6 continuing ed credits:  
<http://mesgis.com/marinecontractors/marinelogin.aspx>
- Maryland Erosion and Sediment Control Training course "Green Card" certification. It is a self-paced on-line course approved for 4 Continuing Ed credits:  
<http://mderpc.mde.state.md.us/Account/login.aspx>
- OSHA safety training or heavy equipment operator training. The Mid Atlantic OSHA Training Institute Education Center is located in Baltimore and performs training courses throughout the year
- Federal, state or local regulatory compliance training
- Safe handling of hazardous materials and spill control and response
- Coast Guard safety and compliance for vessels as well as navigation training
- Living Shorelines Academy has an on-line self-paced course called "Living Shorelines Project Planning and Implementation"  
<https://livingshorelinesacademy.org/index.php/for-design-and-constuction> It is approved by MCLB for 3 continuing education hours. The Academy will issue a certificate at completion of the course.
- State of Delaware self-paced on-line training covering living shorelines found at  
<https://www.delawarelivingshorelines.org/trainings-workshops/2018/1/3/living-shorelines-academy-for-property-owners-e2y92>  
It is approved by MCLB for 3 continuing education hours.
- Conferences and Seminars relating to tidal wetlands/waters. The following 2020 conference is approved for continuing education credits:  
<http://www.dnrec.delaware.gov/Admin/DelawareWetlands/Documents/DE%20Wetlands%20Conference%202018/Conference%20Program.pdf>
- Vendor Equipment Maintenance/Operation training
- University courses or seminars associated with refresh of past or current business skill sets or future business proficient areas
- Quality Control Seminars



## MARYLAND MARINE CONTRACTORS LICENSING BOARD

C/O MARYLAND DEPARTMENT OF THE ENVIRONMENT  
1800 WASHINGTON BLVD., BALTIMORE, MD 21230  
(410) 537-3249

CHRISTOPHER MCCABE, VICE-CHAIRMAN  
AT-LARGE

DOUGLAS F. SUESS  
AT-LARGE

MILTON A. REHBEIN, III, CHAIRMAN  
MARINE CONTRACTOR

ROBERT MURTHA  
MARINE CONTRACTOR

JOSH SCHLEUPNER  
MARINE CONTRACTOR

TAMMY ROBERSON, DESIGNEE  
DEPT. OF THE ENVIRONMENT

VACANT  
DEPT. OF NATURAL RESOURCES

### 2021 LICENSE RENEWAL REGISTRATION FORM

#### Section 1: LICENSEE INFORMATION

License Number (This number can be found on your License Certificate): \_\_\_\_\_

Are you renewing your license as an ☐ Individual or ☐ Entity? (Shown as an (I) or (E) next to the license number)

- An **Entity** is a business that employs more than one individual to provide marine contractor services in the State. If you are renewing your license as an Entity, the name below should be the designated representative shown on the license certificate to file the renewal application on behalf of the business. The license certificate will show the business representative.
- Please note below if there are any changes in the information that is on file (Address, Phone or Email)

Licensee Representative (as it appears on present license):

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from Business Address): \_\_\_\_\_

Primary Tel. No.: \_\_\_\_\_ Secondary or Cell Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Section 2: BUSINESS INFORMATION

Federal Tax Identification Number: \_\_\_\_\_

☐ I do not have a federal tax identification number. Use my Social Security Number on file.

Do you have commercial general liability insurance with a \$300,000 total aggregate minimum and workers compensation insurance? ☐ Yes ☐ No **Attach a copy of your certificate of insurance. Designate Marine Contractors Licensing Board as the certificate holder in the bottom left box.**

If you are exempt from obtaining workers' compensation insurance, please indicate the reason (i.e. No Employees):

\_\_\_\_\_

TTY Users 1-800-735-2258



**Section 3: CONTINUING EDUCATION**

In accordance with the Marine Contractors Law (Title 17 of the Environment Article) to maintain your marine contractor's license you must complete 12 hours of continuing education training offered by a qualified instructor or conducted by an educational institution.

Please list and attach documentation of at least 12 hours of continuing education instruction covering marine contractor subject matter:

Name of training	Number of hours
_____	_____
_____	_____
_____	_____
_____	_____

**Section 4: CONFIRMATION**

I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information given herein is true and complete to the best of my knowledge and belief. I will, if necessary, submit affidavits to substantiate character, education and practical experience claimed. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application may be disapproved, or my license, if already issued, may be revoked.

Please be advised under Environment Article Title 17-403 penalties may be assessed for any person who violates any provision of Title 17. Marine Contractors, or any regulation adopted under this title.

\_\_\_\_\_  
Signature (Representative listed on License)      Printed Name      Date

\*\*\*\*\*

Please mail this completed form to **(Do not send license fee to this address, See below):**

Marine Contractors Licensing Board  
c/o Maryland Department of the Environment  
1800 Washington Boulevard, Suite 430  
Baltimore, MD 21230

Please mail the License Renewal Remittance Form with your two year **renewal fee** to the address noted at the bottom of the remittance form

**NOTE: LICENSE FEE IS NOW  
\$550.00**

TTY Users 1-800-735-2258



## **MARINE CONTRACTORS LICENSING BOARD**

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VACANT  
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## **2021 LICENSE RENEWAL REMITTANCE FORM**

- Complete this Remittance Form and the License Renewal Form.
- Submit this Form with your **\$550 (note reduced fee)** license renewal fee to the address below.
- Submit the License Renewal Form to the address noted on that form (different address).
- Make the check payable to: Maryland Department of the Environment.
- Include on your check: PCA 13910, AGY/OBJ 5625 (VERY IMPORTANT).

Date: \_\_\_\_\_

Contractor Representative Name (shown on current license): \_\_\_\_\_

Business Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Please note any recent changes in phone, email or business address
- **NOTE: LICENSE FEE IS NOW \$550.00**

**Please mail this form with your license fee to:**

Maryland Department of the Environment

P.O. Box 2057

Baltimore, Maryland 21203-2057

**This information should be on the check to assure routing to the proper fund:**

**PCA 13910, AGY/OBJ 5625**

**TTY Users 1-800-735-2258**

